

FOURTH SEMESTER BASIC ENGLISH SYLLABUS FOR B.A/BSW COURSES W.E.F THE ACADEMIC YEAR 2018-2019

CODE: 401A

UNIV CODE: 401A

WORKLOAD: 4HOURS PER WEEK

CREDIT POINTS: 04

EVALUATION: Continuous internal assessment: - 30marks

Semester end examination: - 70marks

UNIT -1 NOVEL credit points: 01

The Financial Expert- R.K.Narayan First Half

UNIT- 2 NOVEL credit points: 01

The Financial Expert- R.K.Narayan Second Half

UNIT-3 PRESENTATION SKILLS credit points: 01

1. Synchronized body language
2. Use of appropriate media
3. Style of presentation
4. Overall impression

UNIT-4 PERSONAL CONDUCT AND APPEARANCE credit points: 01

1. Etiquette and Manners
2. Table manners
3. Dress code
4. Gender bias in communication

References:

1. The Financial Expert- R.K.Narayan
2. Ashan **Academy**: Communication and Analysis Skills: Orient Black Swan Private Limited 3-2-752, Himayat Nagar Hyderabad